

West Virginia Federal Women's Program FY 2006 Business Plan

<u>Goals and Activities</u>		<u>Who</u>	<u>When</u>
Goal A: Communication			
Activity 1:	Participate in East Region FWP Managers (FWPM's) program and activities utilizing frequent communication by telephone, e-mail, land mail and face to face meetings.	State FWPM	Ongoing
Activity 2:	Update website with FWP information.	State FWPM	Ongoing
Activity 3:	Update power point presentation about the FWP for presentation to employees at Area meetings.	State FWPM	Ongoing
Activity 4:	Submit quarterly activity reports to State Conservationist, State CRC Chair, and the Regional FWPM.	State FWPM	Qtrly.
Activity 5:	Prepare an Annual State FWPM report, to be available to Regional FWPM prior to FEW Conference in Jul-06.	State FWPM	Jun-06
Activity 6:	Meet with State Conservationist's Civil Rights Committee.	State FWPM	Qtrly.
Activity 7:	Maintain communication with NRCS employees to foster understanding of and establish point of contact for issues related to female employees and clients.	State FWPM	Ongoing
Activity 8:	Report activities in newsletter articles, quarterly reports, web site contributions, etc.	State FWPM	Ongoing
Goal B: Women's History Month; Women's Equality Day			
Activity 1:	Promote national and regional women's activities such as Women's History Month by sending e-mails and poster information	State FWPM	Mar-06
Activity 2:	Sponsor a Women's Equality Day celebration with FWCC	State FWPM	Aug-06
Goal C: Working with Leadership			
Activity 1:	Meet with State Conservationist to establish expectations for the State Federal Women's Program.	State FWPM	Feb-05
Activity 2:	Review EEO/CR policy and utilize statistical tools to track trends regarding female employees.	State FWPM	Ongoing
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Activity 3:	Submit project and FWP celebration proposals to the State Conservationist or delegated person for review and approval.	State FWPM	Ongoing

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Goal D: Outreach

Activity 1:	Prepare a list of agriculturally related organizations with a representative female membership and distribute to service center staff; update as needed.	State FWPM	Sep-06
Activity 3:	Meet with Federal Women's Coordination Committee (FWCC) to coordinate information and activities.	State FWPM	Ongoing
Activity 4:	Participate or promote a minimum of one youth related activity to provide positive role models of women in natural resource/science/engineering related careers.	State FWPM	Ongoing
Activity 5:	Promote hiring and retain qualified women for careers with NRCS.	State FWPM	Ongoing

Goal E: Projects

Activity 1:	Contribute to a regional FWP information distribution project.	State FWPM	Ongoing
Activity 2:	Update catalog additions to existing FWP lending library of new books and other materials, located at State Office. Distribute catalog to all employees in the state via e-mail. Deliver or ship materials on request. Maintain records of loans and returns.	State FWPM	Feb-06
Activity 3:	Enhance FWP lending library with addition of pertinent new books/ materials.	State FWPM	Ongoing
Activity 4:	Highlight one female farm owner/operator in newsletter and coordinate with public affairs specialist.	State FWPM	Ongoing
Activity 5:	Send out information for Breast Cancer Awareness	State FWPM	Oct. 06

	<u>Goals and Activities</u>	<u>Who</u>	<u>When</u>
Goal F:	Training		
Activity 1:	Review state training plan to assure that women are being fairly represented in training opportunities.	State FWPM Training Needs Committee	Feb-06
Activity 2:	Encourage supervisor-employee career counseling, mentoring to identify training needs and active use of Employee Development Plan.	State FWPM	Ongoing
Activity 3:	Attend NRCS National Special Emphasis Program Manager Training (separate budget item, not included in total)	State FWPM	Mar-06
Activity 4:	Provide information on training opportunities for Women by e-mail, newsletters, etc.	State FWPM	Ongoing

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Goal G: Recruitment, Promotions, and Recognition

Activity 1:	Review recruitment, promotion, and recognition statistical information to assure fair representation of female employees.	State FWPM Awards Committee Personnel	Ongoing
Activity 2:	Participate in at least one career fair or other such event that offers the opportunity to outreach to women as potential NRCS employees.	State FWPM	Ongoing
Activity 3:	Network with other State FWPM's to better understand the career goals of female employees within the Region.	State FWPM	Ongoing
Activity 4:	Share career advancement opportunities (vacancy announcements, detail opportunities, job shadowing opportunities, etc.) with employees of the state, the Regional FWPM, and FWPM's of other states.	State FWPM	Ongoing
Activity 5:	Contact all new hires and transferred employees by telephone or e-mail to welcome them to the agency and/or state; share information about the state Federal Women's Program.	State FWPM	Ongoing

Total Budget Requests:

\$1000.00